

UNITED STATES DEPARTMENT OF AGRICULTURE

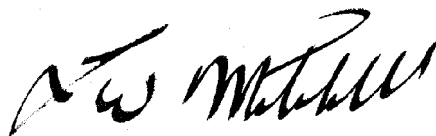
Farm Service Agency
Washington, DC 20250

Notice CMA-30

For: CMA's, LSA's, and State and County Offices except AK, HI, and PR

CMA Process Input File Submissions to Remove Inactive Records

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

CMA's and LSA's may make initial submissions each crop year to the CMA Process which include producers from **past crop years** that they believe will deliver during the new crop year.

Producers submitted in this manner:

- allow CMA's and LSA's to obtain eligibility and PLM data before the producer delivers
- may unintentionally include producers who:
 - are deceased
 - have otherwise significantly changed their farm operation between crop years.

Continued on the next page

Disposal Date

December 1, 1999

Distribution

State Offices; State Offices relay to County Offices, **and FAX** to CMA's and LSA's

Notice CMA-30

1 Overview (Continued)

A

Background (Continued)

To prevent FSA KCMO mainframe files from becoming congested with inactive CMA producer records, CMA's and LSA's are required to submit:

- **“Cancel”** records to remove erroneous or incorrect producer ID numbers that have been submitted
- **“Delete”** records to remove inactive records by either:
 - farm number (FSN)
 - crop code
 - administrative county
 - producer ID.

Removing inactive records from the CMA Process will help improve eligibility percentages reported on the CMA Summary Reports.

B

Purpose

This notice reminds CMA's and LSA's to submit “Cancel” or “Delete” records for inactive producers according to 1-CMA, paragraphs 42 and 177.

Notice CMA-30

2 CMA and LSA Action

A

Reviewing Records

CMA's and LSA's shall follow the steps in this table to determine whether "Cancel" or "Delete" submissions need to be made.

Step	Action	
1	CMA's and LSA's shall compare output file records (the most current CMAssccc.MB5 report, where "ssccc" is the assigned State and county code for the CMA or LSA) to: <ul style="list-style-type: none"> • delivery records for eligible loan and LDP pools for CMA's • loan and LDP request records for LSA's. 	
2	IF the producer ID number on the MB5 output file report has...	THEN...
	been active during the 1998 crop year	no action is needed.
	not been active for any record listed	submit a " Cancel " record according to subparagraph 3 A to remove all applicable records for the producer.
	not been active during the 1998 crop year for either the reported: <ul style="list-style-type: none"> • administrative County Office in fields 9 and 10 • FSN listed in field 26 • crop code listed in field 27 	submit a " Delete " record according to subparagraph 3 B to remove specific producer records for either the: <ul style="list-style-type: none"> • administrative County Office • FSN • crop code.
3	Notice CMA-25 announced the availability of a new report, CMAssccc.MC9, Producer ID Exception Report, where "ssccc" is the assigned State and county code for the CMA or LSA. Erroneous producer ID's submitted to the CMA Process that appear on the MC9 report shall be resubmitted as a " Cancel ", according to subparagraph 3 A.	

Note: PSD and KCMO are in the process of updating the "Cancel" and "Delete" function of the CMA Process. If a record is found on the MB5 report that has been previously submitted this crop year as a "Cancel" or "Delete", no further action is needed.

3 Input File Submissions for Inactive Producers

A

Canceling Producer Records

Canceling a producer record will remove all applicable records from the CMA Process as if records were never submitted for the current crop year.

To cancel a producer record CMA's and LSA's shall:

- create a weekly input file for "Cancel" submissions according to 1-CMA, subparagraph 177 D
- enter a "C" in field 1, "status code", of the input file for the record

Note: If using **CMA for Windows** the "Status Code" entry field on the "Edit Weekly File" screen has a drop down menu from which "C" can be selected.

- submit a "**Cancel**" record for each crop code and administrative county that is reported on the MB5 output file report to remove all records
 - submit the input file to the CMA Process in the normal manner according to 1-CMA, Part 7.
-

B

Deleting Producer Records

The "**Delete**" option allows CMA's and LSA's to only remove **specific** inactive records from the CMA Process. Records can be removed by either:

- FSN
- crop code
- administrative county
- producer ID.

Example 1: A producer ID was submitted with an incorrect **administrative county code**. Remove the record from the CMA Process using the "**Delete**" option.

Example 2: A producer ID was submitted for a **crop code** for which the producer has not been active during the current crop year. Remove the inactive crop code for the producer from the CMA Process using the "**Delete**" option.

Continued on the next page

Notice CMA-30

3 Input File Submissions for Inactive Producers (Continued)

B

Deleting Producer Records (Continued)

Example 3: A producer ID was submitted for a crop code and the CMA Process found no reported or determined acres of the crop on one of the producer's farms. Remove the **specific farm** from the CMA Process using the **"Delete"** function.

To delete a producer record, CMA's and LSA's shall:

- create a weekly input file for "Delete" submissions according to 1-CMA, subparagraph 177 C
- enter a "D" in field 1, "status code", of the input file for the record

Note: If using **CMA for Windows** the "Status Code" entry field on the "Edit Weekly File" screen has a drop down menu from which "D" can be selected.

- submit the input file to the CMA Process in the normal manner according to 1-CMA, Part 7.

C

Contact

CMA's and LSA's with questions relating to "Cancel" and "Delete" submissions shall contact Mike Mandere at 202-720-4970 or e-mail at:

Mike_Mandere@wdc.fsa.usda.gov
